

## **What training and development opportunities can managers and supervisors access through the Division of Personnel?**

Through the Division of Personnel's Planning and Development Section (PDS), state executives, managers, supervisors and employees may access an array of training and development options. PDS offers an on-line [Course Catalog](#) listing over thirty courses that are available to every agency throughout the year.

The State of Missouri is also a member of the [Institute for Management Studies \(IMS\)](#). IMS is an international not-for-profit educational and professional development organization, which offers training programs conducted by leading practitioners, authors and authorities in the area of management. IMS sessions offer the opportunity for public administrators to participate and interchange with their professional counterparts in the private sector.

The [Employee Suggestion System \(ESS\)](#) was designed as a way for state employees to have input into their jobs. Many times, it is employees on the front lines who have intricate knowledge of processes and procedures and are able to make suggestions for improvement and innovation. The ESS is available as a resource for Missouri employees who have ideas for change in Missouri State government. Managers and supervisors are encouraged to participate in the ESS and share information regarding the availability and benefits of utilizing this system with their employees. This program is administered through the Planning & Development Section.

[Solutions](#) is an on-line magazine published quarterly by PDS which provides articles of interest on current issues in Missouri State government, "clip and save" team performance tips, business book summaries, and "work life" features on state employees who are making a difference.

The [State Employee of the Month](#) is awarded monthly to an employee of Missouri State government. Participating agencies nominate their agency employees of the month to a six member selection committee. An employee is chosen to receive this honor and an award ceremony is held in Jefferson City in his/her honor. Managers and supervisors are encouraged to participate in their agency EOM programs, by nominating employees or coworkers who have dedicated their time, energy and talent to Missouri State government.

The [Governor's Award for Quality and Productivity](#) is a team award established to recognize service excellence, encourage efficiency, reward innovation and reinforce pride in service to Missouri State government. Anyone can nominate a team (2 or more state employees working together on a common purpose or program) for a Governor's Award. Nominations are submitted through agency coordinators and forwarded to a selection committee of state executives for consideration. Winning teams are recognized by the Governor and department directors at an annual ceremony. Managers and supervisors are encouraged to nominate hard working teams of employees from their agency for the Governor's Award for Quality and Productivity.